

**Undertaking by Staff Involved in Procurement of Goods and Services**

File/Quotation Ref: \_\_\_\_\_

1. I undertake to hold in strict confidence all quotation information that I have access to through my involvement in procurement of goods and services for the school. Quotation information includes details of quotations received and any other sensitive, restricted or confidential information relating to a quotation.
2. I undertake not to make any unauthorized disclosure or take advantage of any quotation information referred to in paragraph 1 above whether or not for personal gain.
3. I undertake to declare any actual or perceived conflict of interest with my duty as a staff involved in procurement immediately when I become aware of any such conflict.
4. I undertake to take steps to avoid any conflict of interest with any prospective suppliers or suppliers by not putting myself in a position of obligation towards any of them; for example, by not accepting any favour or lavish or excessive entertainment, and not over-socializing with any of them.
5. I understand that I may be subject to disciplinary action should I fail to observe any of my above undertakings. [Whether to put this clause is subject to schools' consideration.]

Signature : \_\_\_\_\_

Name (in block letter) : \_\_\_\_\_

Post : \_\_\_\_\_

School Name : \_\_\_\_\_

Date : \_\_\_\_\_

All staff involved in any activities relating to procurement of goods and services irrespective of its value must sign **an undertaking [Appendix 1] and declare their interest** when conflict of interest (whether actual, potential or perceived) arises [Appendix 2].